

**INSTRUCTIONS FOR FILING AN APPLICATION FOR A
RENEWAL OF A GROUND WATER/SURFACE WATER WITHDRAWAL PROJECT
IN THE DELAWARE RIVER BASIN**

Introduction

- State and federal laws in the Delaware River Basin require that no ground water/surface water project involving an average withdrawal of more than 100,000 gallons per day (gpd) during any calendar month shall be undertaken without approval by the Delaware River Basin Commission (DRBC). In addition, Resolution No. 80-18 requires that new or expanded well water projects located within the delineated “**Ground Water Protected Area**” involving an average withdrawal of more than 10,000 gpd from a well or group of wells operated as a system are required to obtain a Protected Area Permit.
- The DRBC has Administrative Agreements with the Commonwealth of Pennsylvania and the States of Delaware, New Jersey and New York. Each has unique filing requirements which must be met in addition to requirements of the DRBC.

DRBC APPLICATIONS SHALL INCLUDE THE FOLLOWING:

If the project involves renewal of a ground water or surface water withdrawal project and there is no change in either the allocation amount, or the sources contained in the previously docketed system, then complete and submit the following forms:

1. Renewal Application Form: The attached DRBC application form should be completed.
2. “Applicant's Statement - Project Review Fee” form* should be completed and submitted with appropriate fee for all 3.8 applications. (Please note: agencies, authorities or commissions of the signatories to the Compact shall be exempt from such project review fee. Political subdivisions of the signatory states, however, shall be subject to the fee.) *Note: only the minimum fee is required for renewal projects with no increase in allocation/or addition or change in withdrawal sources

Mail completed application package to the following address:

DELAWARE RIVER BASIN COMMISSION
P. O. Box 7360
25 State Police Drive
West Trenton, NJ 08628-0360

If the project involves renewal of a ground water withdrawal project and there is a proposed change (i.e. increase) in either the allocation amount, or the sources contained in the previously docketed system (i.e. addition/or removal of wells, intakes, etc), then complete and submit the following forms:

1. Ground Water Withdrawal Application
2. Fee Form

If you need assistance, call the Project Review Branch - (609) 883-9500, extensions 264 or 303,
or refer to the DRBC website at <http://www.nj.gov/drbc/>

GROUND WATER PROTECTED AREA (Southeastern Pennsylvania)

This application is appropriate for projects located within the Ground Water Protected Area (GWPA) of Southeastern Pennsylvania. Counties included in the GWPA are as follows:

- Berks (Douglass, Hereford, Union Townships only)
- Bucks (see Regulations for specific municipalities)
- Chester (see Regulations for specific municipalities)
- Lehigh (Lower Milford Township only)
- Montgomery (All of the area within the county boundary)

For specific GWPA regulations or information, call (609) 883-9500, extension 303, or refer to the DRBC website at <http://www.nj.gov/drbc/gwpapage.htm>

Water Conservation Plan Minimum Components

ALL PURVEYORS SEEKING DRBC APPROVAL FOR NEW OR EXPANDED WATER WITHDRAWALS MUST INCLUDE A WATER CONSERVATION PLAN, ADDRESSING THE FOLLOWING COMPONENTS:

Source Metering (No. 86-12, amended by Resolution No. 2001-8)

- Meter type/method.
- Meter reading and recording procedure.
- Meter calibration, maintenance and replacement schedule.

Service Metering (No. 87-7 Revised, amended by Resolution No. 2001-8)

- Confirm all connections metered. If not, include schedule for 100% service metering.
- Meter types.
- Meter reading and recording procedure.
- Meter calibration, maintenance and replacement schedule.
- Water rate schedule (is billing based on metered usage?)
- *Purveyor program to provide residential customers with information on
 - savings available through water conservation;
 - different methods of residential water conservation; and
 - availability of water conservation devices.

Leak Detection & Repair (LD&R) (No. 87-6 Revised)

- Completed Plan or Executive Summary (Pennsylvania Applicants may substitute an LD&R Compliance Report)

Water Conservation Performance Standards (No. 88-2 Rev. No. 2)

- Status of municipal regulations in applicant's service area (Pennsylvania only).
- Adopted policy to certify or verify that "no new service connections shall be made to newly constructed premises with plumbing fixtures and fittings that do not comply with water conservation performance standards contained in Resolution No. 88-2 (Revision No. 2)."

PURVEYORS WITHDRAWING 1 MGD OR MORE (NEW OR EXPANDED WITHDRAWALS) SHALL ALSO INCLUDE THE FOLLOWING:

Water Conservation (No. 81-9)

- Provision of information on the availability of water-conserving devices and procedures.
- A contingency plan including use priorities and emergency conservation measures to be instituted in the event of a drought or other water shortage condition.

Retail Water Pricing (No. 92-2) (This requirement is waived if the purveyor either documents it has adopted a water conserving pricing structure or is in the process of implementing such a pricing structure in accordance with a Commission schedule or a schedule established by the appropriate state public utilities commission.)

- An evaluation of the feasibility of implementing a water conservation pricing structure and billing program. The evaluation shall, at a minimum, consider:
 - The potential change in the quantity of water demanded for customer classes and their end uses of water during both peak and non-peak periods stemming from alternative water conservation pricing structures;
 - The potential revenue effects of the alternative pricing structures;
 - Any legal or institutional changes necessary or desirable to implement a water conservation pricing structure; and
 - How conservation pricing could be coordinated with other conservation programs and measures to reduce both average and peak water use.

* Recommended.

DELAWARE RIVER BASIN COMMISSION

P. O. Box 7360
West Trenton, NJ 08628-0360
(609) 883-9500 (Ext. 264 or 303)

Pursuant to the Delaware River Basin Compact and the Rules of Practice and Procedure of the DRBC, application is hereby made for review of the project described below:

1. General Information: (please print or type)

Applicant Name: _____

Mailing Address: _____

Phone: _____

Representing Attorney Name, if applicable: _____

Mailing Address: _____

2. Affidavit:

State or Commonwealth of _____

County of _____ . I, _____

being duly sworn, according to law, depose and say that I (am the applicant) (am an official or officer of the applicant) (have the authority to make this application) and that the plans, reports and documents submitted as part of the application are true and correct to the best of my knowledge and belief.

Sworn and subscribed to before me this _____ day of _____ , _____

Notary Public*

Signature of Responsible Official

*Applications for withdrawal for agricultural irrigation are not required to be notarized.

***"APPLICANT'S STATEMENT - PROJECT REVIEW FEE"** form should be completed and submitted with appropriate fee for all Section 3.8 and Article 10 applications. (Agencies, authorities or commissions of the signatories to the Compact shall be exempt from such project review fee. Political subdivisions of the signatory states, however, shall be subject to the fee.)*

3. Description of Project: (Attach information required by Section 2-3 of the *Rules of Practice and Procedure*)

4. Project identification and location of proposed withdrawal(s):

Well Number(s) _____

Municipality _____

County _____ State _____

5. Present average water use:

Water Use	Service Connections	Self-Supplied Ground	Self-Supplied Surface	Other Sources	Total	Estimated** Consumptive Use (%)
		mgd*	mgd*	mgd*	mgd*	
Domestic Supply						
Commercial						
Industrial Process						
Industrial Cooling						
Irrigation						
Other _____ (please specify)						
Total Water Use						

* mgd = million gallons per day

** Consumptive use is water withdrawn that is not returned to the surface or ground waters.

6. Projected average water use (10 years from application date):

Water Use	Service Connections	Self-Supplied Ground	Self-Supplied Surface	Other Sources	Total	Estimated** Consumptive Use (%)
		mgd*	mgd*	mgd*	mgd*	
Domestic Supply						
Commercial						
Industrial Process						
Industrial Cooling						
Irrigation						
Other _____ (please specify)						
Total Water Use						

7. Purpose of withdrawal(s): _____

8. Requested allocation from project well(s):

The existing allocation of _____ mg/30 days is adequate for our purposes.

(Note: If there is a proposed change in the allocation amount, applicant must submit a Ground Water Withdrawal Application Form, not a Renewal Form.)

9. Existing interconnections and their capabilities.

Name of Interconnecting Purveyor	Interconnection Capacity (mgd)	Annual Average Use (mgd)	Maximum Monthly Use (mgd)

10. Information on applicant's existing wells:

Well No.	Latitude/ Longitude	Well Depth (feet)	Cased Depth/ Casing Diameter (feet/inches)	Screened Interval (ft.) to (ft.)	Pump Capacity (gpm)	Date Drilled	Aquifer

11. Water Conservation Plan:

- a. Drought Emergency Plan (All projects in the Southeastern Pennsylvania Ground Water Protected Area and those with total system water withdrawals in excess of 1.0 mgd). A drought emergency plan shall be prepared by each person, firm, corporation or other entity withdrawing ground water for purposes of municipal or public, industrial, or commercial water supply. Such plans shall be filed with this application.
- b. Source and Service Metering – What percent of individual water services are metered? _____ %. If not 100%, give schedule of when it will be 100%. Are all wells, surface water intakes and interconnections metered? _____ If not, identify each unmetered well, intake and interconnection and the anticipated date of metered installation.
- c. Leak Detection and Repair – Include information on distribution system Leak Detection and Repair.
- d. Rate Schedule – Describe the water charging rate schedule and use classifications.
- e. Rationing Plan – Describe the water rationing plan, including triggers and implementation schedules.